



2016 NCAA Women's Final Four



April 3 & 5, 2016

Department of Code Enforcement
Information Packet

Table of Contents

Table of Contents	2
Summary	3
Relevant Dates	4
Cart Vendors	5
Food Trucks	5
Downtown Restaurants, Bars, and Hotels	5
Sidewalk Cafés	5
Ticket Brokers	5
Prohibited Activity	6
Unapproved Temporary Vending and Sampling	6
Unapproved Signage and Advertising	6
Clean Zone Map	7
NCAA Women’s Final Four	7
Clean Zone Boundaries	7
Ticket Broker Restricted Area Map	8
NCAA Women’s Final Four	8
Ticket Broker Restricted Area Boundaries	8
Frequently Asked Questions (FAQs)	9
Contact Information	10



Summary

Section 986-201 of the Revised Code of the Consolidated City of Indianapolis states, “notwithstanding any other provision of this Code, the following activity shall be permitted within the special event zone boundaries during a civic sponsored special event, provided that a limited duration license is first issued by the bureau of license and permit services.”

This packet provides a brief summary of activities affected by the implemented clean zones that may necessitate Limited Duration Licenses (LDLs). An LDL, defined by section 986-101 of the Revised Code of the Consolidated City of Indianapolis, is “a license issued by the bureau of license and permit services for a limited time frame within a defined area and for certain activities as authorized by this chapter.”

LDLs are subject to review by the event sponsor and required for any activity listed below:

- Temporary Vending
- Sampling
- Temporary Signs
- Temporary Structures
- Currently Licensed Activity (where applicable)
- Use of Previously Vacant Structures
- Mobile Wireless Facilities

Additionally, a clean zone timeline, a map of the clean zone, maps of any restricted areas, frequently asked questions, and contact information for the Department of Code Enforcement are provided within this packet.

A copy of [Chapter 986](#) of the Revised Code is posted on the Special Events website: <http://www.indy.gov/specialevents>.

For questions and information, please contact the Department of Code Enforcement Bureau of License and Permit Services via email at SpecialEvents@indy.gov.

Please be advised that all information included in this packet is provided for informational purposes and may be subject to change. Changes and modifications will be posted on the special events [website](#).



Relevant Dates

February 29

Distribution of Clean Zone Information Packet

Department of Code Enforcement (“DCE”) begins accepting applications for all Limited Duration Licenses (“LDLs”)

Spaces within existing buildings that are vacant on this date are required to obtain an LDL prior to occupancy

March 23

Final day to submit temporary structure permit applications to DCE to ensure proper processing and inspections for the temporary activity period

Final day to submit LDL applications to DCE for:

- Vending
- Sampling
- Signs
- Temporary Structures
- Currently Unlicensed Parking Facilities
- Currently Licensed Activity
- Mobile Wireless Facilities

Initial day that licensed temporary signs may be erected

Initial day that licensed mobile wireless facilities may be erected

Construction of licensed temporary and permitted temporary structures may begin

Construction of licensed mobile wireless facilities may begin

Final day LDLs will be issued for a previously vacant structure

Public may occupy all permitted and licensed temporary structures

March 28

Event activity period begins, Clean Zone requirements are in effect

Initial time that licensed temporary vending may begin

Initial time that licensed sampling may begin

April 6

Event activity period ends. All temporary licensed activity must cease (Including, but not limited to, occupancy of temporary structures)

April 11

All licensed temporary structures must be completely removed

Licensed temporary signs must be completely removed

Licensed mobile wireless facilities must be completely removed



Activity Specific Information

Cart Vendors

Currently licensed cart vendors must remain in their annually designated cart vendor zones. Cart vendors are not required to obtain an LDL as long as they stay within their own zones, even if the zone overlaps with the Clean Zone.

Any unauthorized cart vendor found operating outside of their annually designated zone during the period shown above is subject to enforcement action from DCE inspectors and IMPD.

Food Trucks

No vendor may set up within fifty (50) feet of the Clean Zone boundaries defined on the map below without an LDL and direct approval from the Event Sponsor. Temporary Vending LDLs are \$75.00.

Any unauthorized vendor found operating within the Clean Zone, or within the restricted area, during the period designated above is subject to enforcement action from DCE inspectors and IMPD.

Downtown Restaurants, Bars, and Hotels

As with previous Civic Sponsored Special Events, any temporary vending, structures, or signage placed outdoors will require Event Sponsor approval and the issuance of an LDL from the Department of Code Enforcement. The fee for each LDL is \$75.00.

Vending includes, but is not limited to, selling or distributing goods, free or for a cost, directly to the public that is otherwise not permitted within the scope of your license.

Any unauthorized signage or vending activity found operating within the Clean Zone during the period designated above is subject to enforcement action from DCE inspectors and IMPD.

Sidewalk Cafés

This clean zone will not affect day-to-day operations of existing sidewalk cafes; however, there should be no outdoor vending directly from your café to the public. Any temporary structures, signage, or vending that is otherwise prohibited will require an LDL and Event Sponsor approval.

Ticket Brokers

Ticket Brokers are not required to obtain an LDL; however, they must remain at least fifty (50) feet outside of the Clean Zone Ticket Broker Restricted Area boundaries. Please refer to the Ticket Broker Restricted Area map below.

Any unauthorized activity found operating within the Clean Zone during the period designated above is subject to enforcement action from DCE inspectors and IMPD



Prohibited Activity

Unapproved Temporary Vending and Sampling

The outdoor sale or distribution of food and/or merchandise that has not been approved by the Event Sponsor, and that has not obtained a Limited Duration License from the Department of Code Enforcement, or that is not associated with a private event in a licensed temporary structure, will be prohibited.

The boring or cutting of any kind into a public way (including but not limited to a street, sidewalk, or alley) as part of a licensed temporary food or merchandise sales operation will be prohibited.

Any unauthorized vending activity found operating within the Clean Zone during the period designated above is subject to enforcement action from DCE inspectors and IMPD.

Unapproved Signage and Advertising

Mobile advertising signs of any kind shall be prohibited with the exception of IndyGo buses and authorized event buses. Mobile advertising signs include any advertising on or attached to a vehicle, portable device, or person.

Food stands, booths, carts, pedal cabs, trucks and trailers may not contain signage unrelated to that specific vendor and may not be used as mobile advertising instruments or billboards.

Signs located on buildings that are declared unsafe as determined by DCE are prohibited.

Freestanding signs will be prohibited. For applicants other than the Event Sponsor, only wall signs will be permitted with a Limited Duration License and approval from the Event Sponsor.

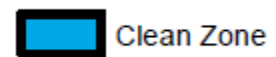
Any unauthorized signage activity found operating within the Clean Zone during the period designated above is subject to enforcement action from DCE inspectors and IMPD.



Clean Zone Map

NCAA Women's Final Four

March 28th, 2016 – April 6th, 2016



Clean Zone Boundaries

North – New York St between West St and Alabama St

South – South St between West St and Alabama St

East – Alabama St between New York St and South St

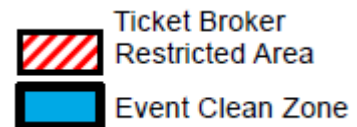
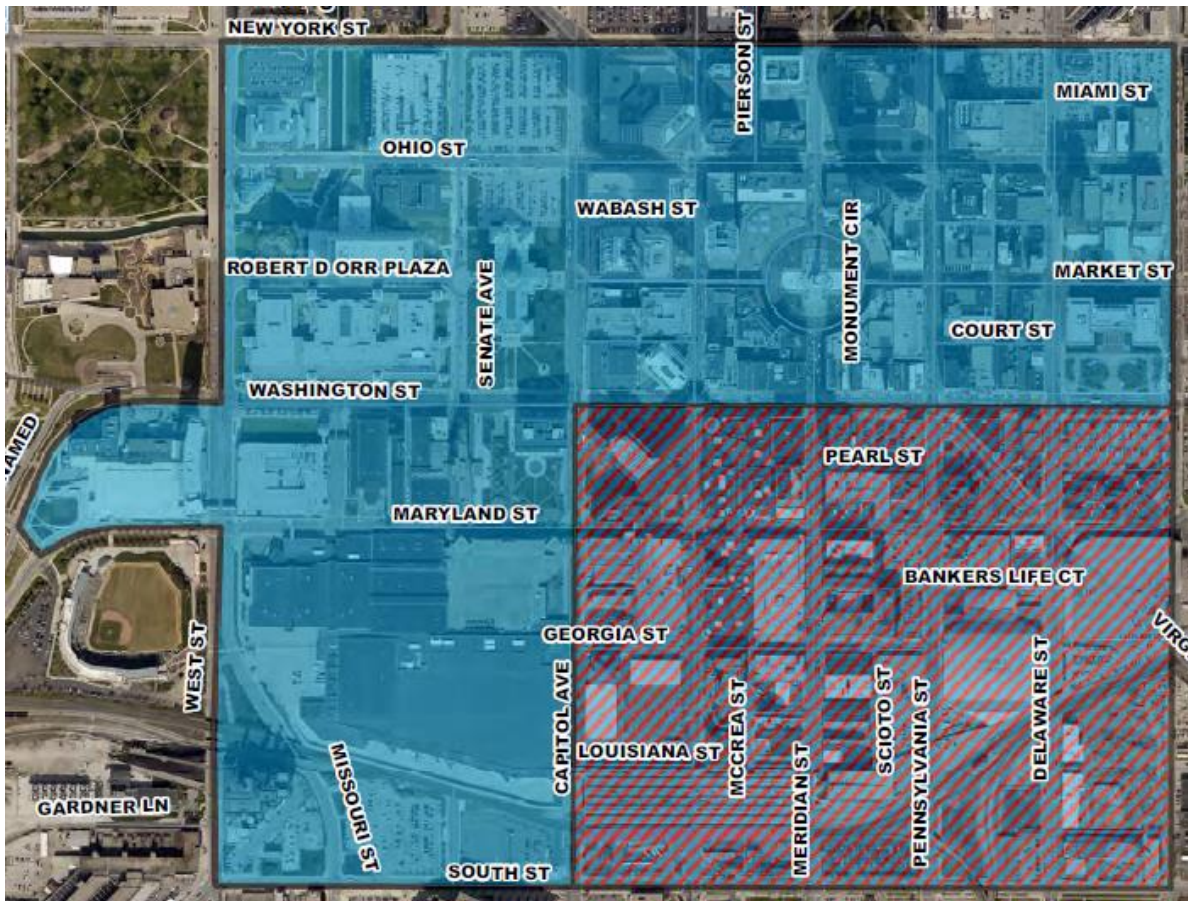
West – West St between New York St and South St including the area around the J.W. Marriott property westward to Shumacher Way



Ticket Broker Restricted Area Map

NCAA Women's Final Four

March 28th, 2016 – April 6th, 2016



Ticket Broker Restricted Area Boundaries

North – Washington St between Capitol Ave and Alabama St

South – South St between Capitol Ave and Alabama St

East – Alabama St between Washington St and South St

West – Capitol Ave between Washington St and South St

Frequently Asked Questions (FAQs)

Q: What is the Clean Zone?

A: The Clean Zone is a geographically defined area where an event sponsor has the ability to approve temporary activity based upon the content or type of such activity. This approval is limited to temporary activity. Decisions are made in conjunction with the City of Indianapolis to ensure that the interests of residents and neighbors are balanced with those of the event.

Q: How will my existing business operation be affected by the Clean Zone?

A: All lawful, existing business operations not engaging in temporary activity will not be affected by a special event or creation of a Clean Zone. If you wish to make an improvement during this period that is not temporary, you will have to use the typical process to obtain permits, Regional Center approval, etc.

Q: If I am erecting a temporary structure that has advertising signs or mobile food set up within it, do I need to obtain multiple LDLs?

A: Yes, a separate LDL application, fee, and approval are required for each type of temporary activity. For example, a tent that has a large advertisement imprinted on its roof would require an LDL for the temporary structure and the temporary sign. If the tent were to sell food or beverages, an LDL would also be necessary for the temporary vending.

Q: Where should I go to apply for a LDL?

A: All applications for an LDL must be returned to the Department of Code Enforcement, located at 1200 Madison Avenue, Suite 100, Indianapolis, Indiana 46225-1616 or via email to SpecialEvents@indy.gov. If you drop off your application, DCE personnel will review your application and associated documentation to ensure efficient processing of your request.



Contact Information



City of Indianapolis

Department of Code Enforcement

1200 Madison Ave, Ste 100
Indianapolis, IN 46225-1616

(317) 327-4316 (P) | (317) 327-0817 (F)

SpecialEvents@indy.gov | <http://www.indy.gov/specialevents>



Local Partner:
Indiana Sports Corp

Limited Duration License Contact:

Sarah.Pastor@indy.gov

